

York County Job Description

Job Title: Youth Counselor

Revision Date: 09/18/07

Status: Non-Exempt

Full time ☐ **Part time** ☒

Department No. 33

Department Name: Youth Development
Center

Reports to: Shift Supervisor

Supervisors Name:

POSITION SUMMARY

This is specialized work concerned with the temporary, secure, and non-secure care. Custody and social development of delinquent/dependent youth.

An employee in this class supervises a group of delinquent and/or dependent youth in work, recreational, or educational activities. Duties are varied and include individual and group counseling, maintaining constructive discipline, and providing intervention and redirection. Work is performed under the supervision of a shift supervisor and is reviewed for conformance to accepted departmental and institutional policies and procedures through evaluation of performance results. This position shall work a regular part-time schedule as stipulated at time of hire, but may work additional hours as needed for facility coverage.

ESSENTIAL REQUIREMENTS

- A minimum of an Associates Degree or 60 credit hours from an accredited college or university (Bachelor's Degree is preferred) and one year of experience working with children is required.
- Must have child abuse and criminal history clearances in accordance with 23 P.A.C.S. §§ 6301-6385 and Chapter 3490.
- Must be able to effectively read, write, speak and understand the English language; bi-lingual ability is preferred.
- Must be physically able to provide Safe Crisis Management (SCM) techniques. To include the physical control of all body parts as taught by a certified SCM instructor. Considerable knowledge of the physical and emotional needs and problems of youth with emphasis on the delinquent and dependent youth.
- Must be culturally competent in relationships with employees, co-workers, and the public.
- Must be free from communicable disease.
- Must pass CPR/First Aid training

DUTIES, AND RESPONSIBILITIES

- Must possess the ability to deal tactfully with personnel, residents, public or private agencies personnel, and the general public, and must demonstrate excellent interpersonal skills.
- Must possess the ability and willingness to handle difficult situations that may require physical intervention/control of youths who are violent and aggressive.
 - Will be required to pass a training curriculum of Safe Crisis Management
 - Must demonstrate calm assertiveness during crisis events
 - Must demonstrate an ability to intervene in situations prior to escalation to maintain positive, focused group dynamics
- Must have an understanding of accepted principles and practices of adolescent development and the ability to apply such techniques and theories in practice.
 - Must demonstrate an ability to apply individualized programming as designed by case managers and clinical staff and under the direction of the clinical program manager.
 - Must participate and demonstrate application of the clinical approach of juveniles within the Center to include least restrictive alternatives to physical intervention, de-escalation, and Trauma Informed Care
 - Must maintain up to date information on the behavioral issues of children, their behavioral health needs (MH/MR and Drug and/or alcohol issues) by reading and signing safety plans, restrictive procedure plans, and individual service plans for each youth.
- Must be able to facilitate group activities to include recreation, social-educational, and basis life skills.
- Must be able to document behavioral adjustments of youth to include both accomplishments and deficiencies.
- Must be able to communicate effectively with residents maintaining respect in both vocabulary and tone.
- Must be able to administer corrective action in response to child behavioral problems that focus on skill building rather than punishment.
- Must consistently demonstrate respect in relationships with fellow co-workers, supervisors, public, and County agency representatives.
 - Must follow directives given by supervisors/management
 - Must demonstrate a commitment to YDC Mission, Vision, and Values by modeling these in relations with peers, youth, and other stakeholders.

- Will address concerns with the appropriate individual in a respectful manner. Will use the chain of command to resolve conflict as needed and will not participate in harassment or bullying to any individual who differs in their approach or participate in any activity that is insensitive to others in accordance with County policy.
- Stimulates interest and cooperation in individual and group activities and observes youth behavior to prevent disturbances and maintains safety and security at all times.
- Participates in immediate intervention, redirection, and counseling to troublesome youth who may be emotionally disturbed.
- Performs initial intake assessment including medical health screening at the direction of the facility medical staff.
- Act as an advocate for children in circumstances as may be required by the Juvenile Court.

Other reasonable duties as assigned by Supervisor.

Requirements are representative of minimum knowledge, skills, and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the County Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee
due to special circumstances applicable to the employee.)

None

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Youth Counselor

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Overnight Shift | <input checked="" type="checkbox"/> Weekends |
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Evening Shift | |

2. Supervision Level

- ☐ Extremely Close Supervision
- ☐ Moderate Supervision
- ☒ Minimal Supervision

3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task
- ☒ Initiation Helpful, but Not Necessary
- ☐ Must Initiate Own Work

4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
- ☐ Ability to Complete Assignments with Moderate Oversight Required
- ☒ Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
- ☐ Occasional Routine Change; Generally Planned in Advance
- ☒ Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- ☒ Fast Pace
- ☐ Moderate Pace
- ☐ Slow Pace

7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fluent Reading | <input type="checkbox"/> Recognition of Signs/Symbols |
| <input type="checkbox"/> Simple Reading | <input type="checkbox"/> No Reading Skills Required |

10. Hearing

- ☒ Ability to Hear Required
☐ Hearing Not Required

Seeing

- ☒ 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

11. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
☐ Simple Counting Skills
☐ No Mathematical Skills Needed

12. Interaction with Customers

- ☒ High Visibility, Frequent Interaction Required
☐ High Visibility, Infrequent Interaction Required
☐ Low Visibility, Frequent Interaction Required
☐ Low Visibility, Infrequent Interaction Required
☐ No Interaction Necessary

13. Appearance Requirements

- ☒ Compliance with Employee Dress Code Required
☐ Compliance Not Required due to Nature of Job

14. Time

- ☐ Must Tell Time to the Minute
☒ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Work Area | <input checked="" type="checkbox"/> Building Only |
| <input type="checkbox"/> Room Only | <input type="checkbox"/> Several Blocks From Building |

16. Mobility Skills

- ☒ Mobility Within the Building
☐ Mobility Within a Four-Block Radius
☐ Driving Required

17. Sitting

- ☐ 75% - 100%
☐ 50% - 75%

- ☒ 25% - 50%
☐ Less than 25%

Standing

- ☐ 75% - 100%
☐ 50% - 75%

- ☒ 25% - 50%
☐ Less than 25%

18. Bending

- | | |
|---|--|
| <input checked="" type="checkbox"/> Knees and Waist | <input type="checkbox"/> Waist Only |
| <input type="checkbox"/> Knees Only | <input type="checkbox"/> No Bending Required |

19. Lifting

- | | |
|--|--|
| <input checked="" type="checkbox"/> Greater than 30 lbs. | <input type="checkbox"/> Less than 10 lbs. |
| <input type="checkbox"/> 10 - 30 lbs. | <input type="checkbox"/> No Lifting Required |

20. Reaching

- | | |
|---|---|
| <input checked="" type="checkbox"/> Greater than 6 Feet | <input type="checkbox"/> Less than 2 Feet |
| <input type="checkbox"/> 2 - 6 Feet | <input type="checkbox"/> No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.

Print Name

Signature

Date